



WATER UTILITIES PROCESS COORDINATOR

Purpose:

To actively support the City's stated mission and values. To work collaboratively with a multi-disciplinary team to plan and implement short and long term strategies to achieve the City's water quality objectives as required by state and federal regulations. To provide support to the Plant Operations section of the Water Utilities Division of the Public Works Department.

Supervision Received and Exercised:

Receives direction from the Plant Operations Manager or from other supervisory or management staff.

Position Information:

The Water Utilities Process Coordinator reviews and evaluates the process control activities of water and wastewater systems, odor control systems, water and wastewater treatment plant performance, operations, maintenance procedures, laboratory data and environmental compliance requirements to make process control recommendations to improve efficiency. In addition, this position provides support and expertise in diagnosing process control problems, and assists with water and wastewater process planning and optimization efforts.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate multi-disciplinary planning activities to ensure compliance with current and future water and wastewater regulations;
- Evaluate existing water and wastewater operational procedures and make recommendations on improvements needed to meet industry standards and ensure regulatory compliance;
- Participate in the development and review of water and wastewater system operating plans and provide technical advice on system operations;

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- Review analytical and operational data and recommend parameters and methods for testing and tracking;
- Write comprehensive reports on water quality and operational data to provide information for operational, infrastructure, and managerial decision-making processes;
- Provide technical support and expertise to water and wastewater treatment and water distribution and collection operational staff for process optimization to achieve water quality goals;
- Collaborate with a multi-disciplinary team to recommend operational, technological, and infrastructure modifications for existing or proposed groundwater wells, storage facilities, booster stations, remote treatment systems, treatment plants, blending strategies, disposal, or other processes to ensure that potable or reclaimed water meets local, state, and federal requirements;
- Participate in the overall planning, organization, and review of activities relating to the process control operation of the water distribution system, water treatment plants, or water/wastewater treatment plants, and groundwater wells;
- Review, recommend, and assist in the implementation of new monitoring/control instrumentation;
- Review chemical usage to determine optimal chemicals, doses, and application points for water quality improvement and system efficiency;
- Understand and maintain organized records and databases to support recommendations and strategic decision-making processes;
- Demonstrate continuous effort to improve operations and water quality, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Produce written documents that meet management expectations regarding content and formatting;
- Represent Public Works to outside groups, other city divisions, customers and business partners;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in municipal water or wastewater system operation, water system engineering, water chemistry, or water and wastewater regulatory compliance.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental engineering, chemistry, biology, environmental science, environmental management, water or wastewater treatment or degree related to the core functions of this position.

Licenses/Certifications:

Must possess and maintain a valid Arizona Class D Driver's License.

Possession of Grade II Water Treatment Plant Operator and Grade II Wastewater Treatment Plant Operator certification issued by the State of Arizona.

Must obtain Grade II Water Distribution certification issued by the State of Arizona within 12 months of hire.

Must be certified to perform the duties of an entrant or attendant within the City's confined space program within six months of hire.

Examples of Physical and/or Mental Activities:

- Operate city vehicles;
- Occasionally lift heavy objects;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May work alone for extended periods of time;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Conduct bench-scale laboratory testing;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

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Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 285

Status: Exempt / Classified